



### **CHAPLAIN III**

#### **CHARACTERISTICS OF WORK:**

This is special religious/spiritual and administrative work as director of the chaplaincy department of an institution or prison. Incumbents plan, organize, implement, and evaluate comprehensive religious/spiritual programs of ministry; develop religious and related disciplinary research projects; and provide spiritual and moral leadership, guidance, and counseling. Incumbents are responsible for the total religious/spiritual leadership and program development function within the administrative framework of the employing agency. Supervision is exercised over staff chaplains, research workers, clerical personnel, and volunteers in the department.

#### **MINIMUM QUALIFICATIONS:**

These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to the State Personnel Board in writing, identifying the related education and experience which demonstrates the candidate's ability to perform all essential functions of the position.

#### **EXPERIENCE/EDUCATIONAL REQUIREMENTS:**

##### **Education:**

A Master's Degree from an accredited four-year college, university, or seminary in theology or a directly related field;

**AND**

##### **Experience:**

Two (2) years of experience in work directly related to the described duties.

**OR**

##### **Education:**

A Bachelor degree from an accredited four-year college, university, or seminary in theology or a directly related field;

**AND**

##### **Experience:**

Three (3) years of experience in work directly related to the described duties.



**Certification Required:**

Ordination to the ministry and good standing in and endorsement from the denomination.

**Documentation Required:**

Certificate of ordination to the ministry from the denomination.

**PHYSICAL REQUIREMENTS:**

These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements. These are typical requirements; however, reasonable accommodations may be possible.

**Moderate Work:** May frequently exert force equivalent to lifting up to approximately 25 pounds and/or occasionally exert force equivalent to lifting up to approximately 50 pounds.

**Vision:** Requires the ability to perceive the nature of objects by the eye.

**Near Acuity:** Clarity of vision at 20 inches or less.

**Midrange:** Clarity of vision at distances of more than 20 inches and less than 20 feet.

**Far Acuity:** Clarity of vision at 20 feet or more.

**Peripheral:** Ability to observe an area that can be seen up and down or left and right while eyes are fixed on a given point.

**Depth Perception:** Three-dimensional vision. Ability to judge distances and spatial relationships so as to see objects where and as they actually are.

**Ability to adjust focus:** Ability to adjust the eye to bring an object into sharp focus.

**Color Vision:** Ability to identify colors.

**Speaking/Hearing:** Possesses the ability to give and receive information through speaking and listening skills.

**Motor Coordination:** While performing the duties of this job, the incumbent is frequently required to sit; walk; stand; and use hands to finger, handle, or feel objects, tools, or controls. The incumbent is occasionally required to reach with hands and arms; climb or balance; and stoop, kneel, crouch, or bend.

**COMPETENCIES:**

The following competencies describe the knowledge, skills, abilities, and attributes that lead to a successful employee in this position. An applicant will be expected to exhibit these competencies or the ability to reach competency achievement within a specified time. These competencies are linked to the essential functions of the job. Employees in this position may be evaluated on these competencies as part of the performance appraisal system. Example behaviors are listed below each competency and are used for illustrative purposes only. Specific behaviors may be identified and included later by the hiring agency. It is understood that some of these behaviors might not be acquired until a reasonable time after hire. Failure of an employee to successfully demonstrate some or all of these competencies, as deemed important by his or her reporting official, may result in the employee being placed on a performance improvement plan. If after a reasonable period of time, usually three (3) months, the employee fails to demonstrate successful performance, the employee may be terminated. These competencies include, but are not limited to, the following:



## **PUBLIC SECTOR COMPETENCIES:**

**Integrity and Honesty:** Demonstrates a sense of responsibility and commitment to the public trust through statements and actions.

Models and demonstrates high standards of integrity, trust, openness, and respect for others. Demonstrates integrity by honoring commitments and promises. Demonstrates integrity by maintaining necessary confidentiality.

**Work Ethic:** Is productive, diligent, conscientious, timely, and loyal.

Conscientiously abides by the rules, regulations, and procedures governing work.

**Service Orientation:** Demonstrates a commitment to quality public service through statements and actions.

Seeks to understand and meets and/or exceeds the needs and expectations of customers. Treats customers with respect, responding to requests in a professional manner, even in difficult circumstances. Provides accurate and timely service. Develops positive relationships with customers.

**Accountability:** Accepts responsibility for actions and results.

Is productive and carries fair share of the workload. Focuses on quality and expends the necessary time and effort to achieve goals. Demonstrates loyalty to the job and the agency and is a good steward of state assets. Steadfastly persists in overcoming obstacles and pushes self for results. Maintains necessary attention to detail to achieve high level performance. Deals effectively with pressure and recovers quickly from setbacks. Takes ownership of tasks, performance standards, and mistakes. Has knowledge of how to perform one's job. Knows the organization's mission and functions and how it fits into state government.

**Self Management Skills:** Effectively manages emotions and impulses and maintains a positive attitude.

Encourages and facilitates cooperation, pride, trust, and group identity; fosters commitment and team spirit; works effectively and cooperatively with others to achieve goals. Treats all people with respect, courtesy, and consideration. Communicates effectively. Remains open to new ideas and approaches. Avoids conflicts of interest. Promotes cooperation and teamwork.

**Interpersonal Skills:** Shows understanding, courtesy, tact, empathy, and concern to develop and maintain relationships.

Demonstrates cross cultural sensitivity and understanding. Identifies and seeks to solve problems and prevent or resolve conflict situations. Encourages others through positive reinforcement.

**Communication Skills:** Receives, attends to, interprets, and responds to verbal messages and expresses information to individuals or groups effectively.

Receives other cues such as body language in ways that are appropriate to listeners and situations. Takes into account the audience and nature of the information; listens to others, attends to nonverbal cues, and responds appropriately. May make oral presentations. Communicates ideas, suggestions, and concerns, as well as outcomes and progress throughout the process of an activity. Provides thorough and accurate information.



**Self-Development:** Adapts behavior or work methods in response to new information, changing conditions, or unexpected obstacles.

Seeks efficient learning techniques to acquire and apply new knowledge and skills; uses training, feedback, or other opportunities for self-learning and development. Develops and enhances skills to adapt to changing organizational needs. Remains open to change and new information and ideas.

#### **TECHNICAL COMPETENCIES:**

**Religious Coordination:** Ensures that patients/residents or inmates of an institution or prison are offered the opportunity to practice the faith of their choice, unless it is contradictory of the policies and procedures of the institution.

Serves as a spiritual minister in interpreting the laws and traditions for those of all faiths. Coordinates the various activities of those faith groups, including their volunteers. Possesses extensive knowledge of the standards and practices of a diverse range of faiths and denominations. Is able to relate this knowledge in an institution setting.

**Counseling:** Counsels individuals seeking spiritual guidance.

Provides pastoral counseling which includes notifications of death or other tragedy. Provides grief counseling in such situations. Provides opportunity for employees, patients, or inmates of an institution or prison to talk openly about their concerns.

**Ministry:** Provides a spiritual ministry to employees, patients, or inmates of an institution or prison.

Plans and prepares sermons; leads congregation in worship services. Visits the sick and shut-ins and comforts those who are bereaved or emotionally upset. Fills speaking engagements before church groups, civic organizations, schools, and other groups interested in religious services or spiritual work at the institution where employed. Demonstrates an ability to help others to grow spiritually.

**Communication:** Shares information in writing or verbally.

Presents oral and written information both internally and externally using correct punctuation, grammar, and content. Communicates clearly. Demonstrates an awareness of cultural diversity while communicating with individuals.

#### **ESSENTIAL FUNCTIONS:**

**Additional essential functions may be identified and included by the hiring agency. The essential functions include, but are not limited to, the following:**

1. Provides pastoral counseling and spiritual support to patients/residents.
2. Plans and conducts worship services for patients/residents.
3. Provides burial and memorial services for patients/residents and staff.
4. Teaches and educates staff and guests about the essence of Pastoral Care.
5. Provides pastoral support as a staff advisor to interdisciplinary treatment teams for patients/residents



assigned to particular buildings.

### **EXAMPLES OF WORK:**

**Examples of work performed in this classification include, but are not limited to, the following:**

Plans, organizes, directs, and evaluates work of the staff of the chaplaincy department.

Plans and directs clinical pastoral education program in pastoral care and pastoral counseling.

Organizes and supervises research programs in the field of religion and mental health and/or penal corrections.

Collaborates with psychiatrists, psychologists, and other professional staff in carrying out progressive research programs.

Prepares articles and reports describing results of research program.

Performs such pastoral duties as leading worship services, visiting the sick and shut-ins, providing counseling to patients and residents, and serving as or providing a spiritual leader for all faiths.

Organizes and collaborates with community agencies and volunteers interested in the religious program of the institutions.

Plans, organizes, and directs burial and memorial services.

Collaborates with treatment team in providing insight into patients'/residents' spiritual needs.

Performs related or similar duties as required or assigned.

### **INTERVIEW REQUIREMENTS:**

Any candidate who is called to an agency for an interview must notify the interviewing agency in writing of any reasonable accommodation needed prior to the date of the interview.